

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-914

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **County Executive/Co. Admin.**

Item No.	Description	Retention
	<p>The schedule supersedes C-549 &amp; C-550.</p> <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative.

Date 8/18/09  
 Signature *Phyllis L. Pritchett*  
 Typed Name Phyllis L. Pritchett  
 Title Records Management Officer

Schedule Authorized by State Archivist

Date SEP 20 2009  
 Signature *Edward C. Pagan*

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Item No.	Description	Retention
1	<p><b><u>ADMINISTRATION</u></b></p> <p>A. <u>Federal Government</u>-These files contain general correspondence &amp; information from the Federal departments, associations &amp; government; housekeeping records; special reports, documents &amp; statistical data. These folders are used by the executive &amp; administrative departments.</p> <p>B. <u>Maryland Government</u>-These files contain general correspondence from Maryland departments &amp; associations such as the Comptroller of Md. Treasury, Chamber of Commerce, etc.; special reports &amp; statistical information as it pertains to the county government.</p> <p>C. <u>Howard County Government</u>-These files contain correspondence from county departments., groups, organizations &amp; associations. There are also files that pertain to the functions, events &amp; organization of the county government such as organization charts and county advertising . There are also files that contain county material of the general nature such as county flower, seal &amp; flag, etc.</p> <p>D. <u>County Administrator</u>-These files are used by the County Administrator's office &amp; contain general correspondence from county citizens &amp; employees, boards &amp; commissions and offices under County Administration. There are also files that contain informational material pertaining to county employees such as policies &amp; procedures and union/employee representation decisions &amp; correspondence.</p>	<p>Items 1. A. through D. TAKE ACTION AS FOLLOWS:</p> <ol style="list-style-type: none"> <li>1. Screen Annually.</li> <li>2. Destroy if, there is no further administrative, fiscal, legal or operational value.</li> <li>3. Retain Permanently on CD-ROM in Co. Admin. <u>if</u>, mandated by statute <u>or</u> has historical value which documents the origin, development, functions or accomplishments of an agency.</li> <li>4. Forward CD's to MSA periodically.</li> </ol>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 8/17/00  
 Signature Raquel Sanudo  
 Typed Name Raquel Sanudo  
 Title Chief Administrative Officer

Schedule Authorized by State Archivist  
 Date SEP 28 2000  
 Signature Edward C. Papenfuss

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Item No.	Description	Retention
	<p>a. Working files are located in the County Administrator's area that are maintained daily by the Administrative Aide.</p> <p style="padding-left: 40px;">1. <u>Memberships &amp; Subscriptions</u>- These files contain general correspondence pertaining to members &amp; subscriptions of the County Administrator's office.</p> <p>E. <u>County Executive</u> - Files contain information on complaints, general correspondence, county and state legislation and annual reports. Working files are located in the Co. Executive's area and are maintained daily by the support staff. These files are then filed in the Central Files after they are screened.</p> <p><u>Files on Board and Commissions</u> - Working files are located in the Co. Executive's area and the Legislative Coordinator's office and are maintained daily the Administrative Aide. Files contain general information on appointments to boards.</p> <p><u>Executive Orders (Originals)</u> - This file is located in the Co. Executive's area and is maintained daily by support staff.</p> <p>1. <u>Annual Reports</u>-This report is printed yearly showing the progress &amp; future plans of the county govt. &amp; county departments. The file is in two parts:</p> <p style="padding-left: 40px;">PART I. General correspondence concerning the annual report &amp; preparations needed to finalize the report.</p>	<p>Retain 1 year or until no longer needed and then Destroy. If still needed, follow retention rule for item 1., A. - D. (see pg.1).</p> <p>Retain 2 years in Co. Admin. then destroy.</p> <p>Retain 3 years or until no longer administratively valuable. If still needed, follow retention rule for Item 1., A. - D. (page 1).</p> <p>Retain 1 year after the end of the County Executive's term. If still needed, follow retention rule for Item 1, A. - D. (page 1).</p> <p>Retain 5 years or a long as administratively valuable, then retain permanently on CD-ROM due to historical value. Forward copy to MSA.</p> <p>Retain 1 year in County Admin. then retain permanently on CD-ROM due to historical value. Copy to be sent to MSA</p>

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Item No.	Description	Retention
	<p>PART II. The printed Annual Report. The report is kept in the library of the Howard Co. Public Information Office as a permanent record.</p> <p>F. <u>PERSONNEL</u>-These files contain information on the benefits of the county employees such as retirement plans, long term disability program, fringe benefits, employee leave, deferred compensations, collective bargaining, employee coalition and desk audits. There are also files that contain correspondence on classification &amp; pay plan &amp; associations that deal with personnel matters. There are also studies, reports and personnel procedures. The Personnel Board file contains minutes, correspondence &amp; decisions that are made by this board. The Chief Administrative Officer is Executive Secretary of the Personnel Board.</p> <p>There are also files located in the Management Services area that are maintained by the Administrative Support Technician II which include:</p> <p>a. Files containing information on executive exempt employees and departmental employees.</p> <p>b. Files containing general information such as requisitions, official leave requests, 305 requests, eligibility lists, general information on departments, etc.</p> <p>c. Sound recordings of personnel appeal hearings before the Personnel Officer.</p>	<p>Retain 1 year in central files then send report to public information to be kept as a permanent record. Forward copy to MSA.</p> <p>See page 1, retention rule for item a., A.-D.</p> <p>Retain paper for 4 yrs. after employee termination, then retain permanently on CD-ROM. Forward copy to MSA.</p> <p>Retain 2 years, then destroy paper.</p> <p>Screen annually. Retain 3 years or as long as administratively valuable.</p>

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Item No.	Description	Retention
2	<p>d. Files that contain information on appeals heard before the Personnel Officer.</p>	<p>Retain paper for 5 yrs., or until no longer needed, then destroy.</p>
	<p><u>CONTRACTS &amp; AGREEMENTS</u></p> <p>These files contain signed copies &amp; original contracts &amp; agreements between the county &amp; companies, agencies &amp; individuals such as consultants, etc.</p>	<p>Retain paper for 1 year after termination of contract or agreement, then destroy.</p>
	<p>1. Also under the section of contracts &amp; agreements, there are files on insurances. These files contain correspondence &amp; statistical information on insurance that the county government use such as Blue Cross/Blue Shield, group life, workmen's compensation and insurance on county property, etc.</p>	<p>Retain paper for 4 yrs., or until no longer needed, then destroy.</p>
3	<p><u>ENVIRONMENTAL CONSERVATION &amp; LAND USE</u></p> <p>These files contain correspondence, procedure, regulations &amp; special reports from branches of the state, federal &amp; local governments that deal with concerns of environmental controls, use of land &amp; water, energy conservation &amp; solid waste.</p>	<p>Retain paper for 4 yrs., or until no longer needed, then destroy.</p>

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Item No.	Description	Retention
4	<p><u>FINANCE</u></p> <p>A. <u>Accounting &amp; Audit</u>-These files contain correspondence &amp; special reports such as the Management Letter &amp; Report. This report is prepared by accountants stating their opinions on the county system of internal accounting to be used by management.</p> <p>B. <u>OFFICE OF FINANCE</u>-These files pertain to the county Finance Dept. including programs, correspondence used by Finance, policies &amp; procedures, correspondence from associations related to the subject of Finance and special reports.</p> <p>C. <u>PAYROLL</u>-These files contain correspondence, procedures and special reports concerning the payroll division.</p>	<p>Items 4., A. - C.</p> <ol style="list-style-type: none"> <li>1. Screen annually.</li> <li>2. Destroy if, the correspondence has no further administrative, fiscal, legal or operational value.</li> <li>3. Retain permanently on CD-ROM if, mandated by statute <u>and</u> not being retained by Finance or Audit.</li> <li>4. Forward copy to MSA.</li> </ol>

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Item No.	Description	Retention
5	<p><u>MANAGEMENT</u></p> <p>A. <u>BIDS</u>-These files contain complaints &amp; correspondence on companies that submit bids to the county.</p> <p>B. <u>CENTRAL SERVICES &amp; DATA PROCESSING</u>-These files contain correspondence, reports &amp; complaints that deal with the central services &amp; information systems departments.</p> <p>C. <u>EQUIPMENT</u>-These files contain correspondence &amp; reports on the equipment used by the county such as microfilm machine, typewriters, etc.</p> <p>D. <u>FAICS-Inventory Control System</u>-This file contains correspondence &amp; data on the furniture &amp; equipment in the County Executive &amp; County Administrator offices.</p> <p>E. <u>MANAGEMENT SERVICES</u>-These files contain correspondence &amp; reports used by the Management Services division. There is also a file which contains material on the central filing system.</p>	<p>The following retention applies to all items on this page:  Retain paper for 3 years. Convert to CD-ROM, destroy paper. Retain on CD-ROM for 3 years. Before disposal, appraise for continuing administrative usefulness and historical value.</p>

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Item No.	Description	Retention
	<p>F. <u>PURCHASING</u>-These files contain correspondence, reports &amp; procedures which refer to the Purchasing Division.</p> <p>G. <u>UNION FILES</u>-These files contain information on negotiations, contracts and arbitration for Unions.</p> <p>H. <u>MBE/EBO</u>-These files contain correspondence, reports, procedures and historical information pertaining to Minority Business Enterprise and Equal Business.</p> <p>1. <u>Authorized Signatures</u>-This file contains a department list of authorized signatures who are allowed to sign for ordering and receiving material &amp; supplies. Original is sent to Purchasing Division.</p>	<p>Follow retention rule on page 6.</p> <p>Retain paper for 4 years, or until no longer needed, then destroy.</p> <p>Retain paper for 3 years, or until no longer needed, then destroy.</p> <p>Retain 1 year then destroy paper.</p>
6	<p><u>LAW &amp; LEGISLATION</u></p> <p>A. <u>Howard County Legislation</u>-These files contain signed copies of bills, resolutions, Supplemental Budget &amp; Appropriation Ordinances (SAO's) which are supplemental budget appropriation transfers for a department or project in need of funds; Interproject Transfer of Appropriation Ordinances (TAO's) which are appropriations from one project to another; &amp; Interdepartmental Transfer of Appropriations (ITA's) which are transfers of an appropriation between departments. These files also include all back-up information relating to the legislation. These files are kept in the Legislative Coordinator's office until passage of the legislation. They are then filed in the Central File area.</p>	<p>Retain paper 3 years, then retain permanently on CD-ROM., destroy paper. Copy to MSA.</p>

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Item No.	Description	Retention
B.	<u>Maryland Legislation</u> -These files contain correspondence pertaining to the Maryland State Legislation (General Assembly) including the support or opposition of state bills & resolutions that effect the state or county. There are also correspondence from state agencies & departments including the Governor's office & Mayor's office. The Attorney General file contains correspondence as well as legal opinions.	Retain legal opinions for 4 years, then retain permanently on CD-ROM.. Copy to MSA. Retain other papers for 4 years or until no longer needed, then destroy.
C.	<u>Corrections, Department</u> - Files contain correspondence, reports, programs & agreements.	See page 1, retention rule for item 1., A. - D.
D.	<u>Courts and County Sheriff Department</u> - Files contain correspondence, procedures, reports & decisions.	See page 1, retention rule for item 1., A. - D..
E.	<u>Office of Law</u> - Files contain reports, correspondence & legal opinions.	Retain legal opinions for 3 yrs., then retain permanently on CD-ROM. Copy to MSA. Retain other papers for 4 years or until no longer needed, then destroy.
F.	<u>Law suits</u> -This file contains correspondence informing the county executive of law suits against the county. Records of this correspondence are kept in the Office of Law files.	Retain 1 year then destroy paper.

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Item No.	Description	Retention
7	<p><b><u>PUBLIC FACILITIES</u></b></p> <p>A. <u>Animal Control</u>-These files contain general correspondence &amp; complaints dealing with the Animal Control Division in the county.</p> <p>B. <u>Communications</u>-These files pertain to the subject of communications in the county. The files contain general correspondence, statistical data, reports &amp; complaints on the telephone system in the county. There are also files that deal with the county cable company including general correspondence, minutes from the Cable Advisory Board, reports, complaints, service calls &amp; general information that pertain to the cable company &amp; system.</p> <p>C. <u>County Facilities/Property</u>-These files contain general correspondence, contracts, complaints &amp; reports concerning county owned property &amp; facilities.</p>	<p>See page 1, retention rule for item 1., A. - D.</p> <p>See page 1, retention rule for item 1., A. - D.</p> <p>See page 1, retention rule for item 1., A. - D.</p>

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Item No.	Description	Retention
	<p>E. <u>Highway Maintenance</u>-These files pertain to the Highway Division of Howard County &amp; county roads. They contain general correspondence, complaints &amp; reports.</p> <p>F. <u>Housing &amp; Urban Development</u>-These files pertain to the housing in the county including complaints, correspondence, reports, procedures &amp; plans for Housing developments in the county &amp; material of the general nature that deal with the subject of housing.</p> <p>G. <u>Industrial Development</u>-These files contain general correspondence &amp; special reports concerning business &amp; tourism in the county.</p> <p>H. <u>Planning &amp; Zoning</u>-These files pertain to subjects that deal with the Office of Planning &amp; Zoning. The files include correspondence, surveys, statistical data, general zoning plans, regulations &amp; procedures, violations/complaints &amp; requests involving planning &amp; zoning</p> <ol style="list-style-type: none"> <li>1. <u>Regional Planning Council</u>-This is an organization that deals with planning &amp; zoning. The folders contain general correspondence, decisions &amp; recommendations &amp; reports from the council. The county executive is a member of the council.</li> <li>2. <u>Zoning Boards</u>-This file contains correspondence, agenda &amp; minutes from the Board of Appeals, Planning Board &amp; Zoning Board. The original information is kept by the individual board.</li> </ol>	<p>For all items on this page, see page 1, retention rule for item a., A. - D.</p>

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Item No.	Description	Retention
	<p>I. <u>Public Works, Dept. of</u>-These files pertain to the subjects that deal with the Department of Public Works &amp; their bureaus. The files include correspondence, complaints, regulations, agreements, statistical data, manuals &amp; reports.</p> <p>J. <u>Recreation &amp; Parks</u>-These files contain general correspondence, reports &amp; studies &amp; material that relate to the Recreation &amp; Parks Dept.</p> <p style="padding-left: 40px;">1. <u>Recreation &amp; Parks Board</u>-This file contains agenda &amp; minutes from the Recreation &amp; Parks Board meetings. This information is kept by the Recreation &amp; Parks Board.</p> <p>K. <u>Space Needs</u>-These files contain reports, correspondence, surveys &amp; statistical data that pertain to space needs of the county departments.</p> <p>L. <u>Transportation</u>-These files deal with roads &amp; general transportation in the county. They include correspondence on subjects such as ridesharing &amp; carpooling, traffic safety &amp; signalization, county &amp; state roads, bus &amp; taxi service, county vehicles, Mass Transit Admin., Md. Dept. of Transportation &amp; other subjects related to transportation. There are also files which contain complaints, reports, surveys &amp; studies on transportation.</p>	<p>For all items on this page, see page 1., retention rule for item 1., A. - D.</p>

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Item No.	Description	Retention
8	<p>M. <u>Utilities</u>-These files pertain to the utilities used by the county. They include correspondence, reports, complaints &amp; statistical data.</p> <p><b><u>SAFETY &amp; SECURITY</u></b></p> <p>A. <u>Central Communications</u>-These files contain correspondence, complaints &amp; reports dealing with the Central Communication Division.</p> <p>B. <u>Civil Defense</u>-These files pertain to the safety provided to the community by the Civil Defense Dept. The files include surveys, correspondence, reports, plans &amp; programs for disasters &amp; emergencies &amp; statistical data.</p> <p>C. <u>Fire &amp; Police Depts.</u>-These files pertain to the safety &amp; security provided by the Fire &amp; Police Depts. The file includes complaints, correspondence, studies, procedures &amp; plans used by the departments &amp; general correspondence from their departmental boards.</p>	<p>Retain paper 3 years, then destroy.</p> <p>Retain paper 3 years, then destroy.</p> <p>See page 1., retention rule for item 1., A. - D.</p> <p>See page 1., retention rule for item 1., A. - D.</p>

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Item No.	Description	Retention
9	<p>D. <u>Safety</u>-These files pertain to the subject of safety for the county employees. The files contain policy &amp; procedures, reports &amp; manuals, safety boards, minutes, general correspondence &amp; recommendations on employee safety.</p> <p><u>SOCIAL SERVICES</u></p> <p>These files pertain to the departments of Citizen Services, Social Services &amp; Health Department. The files contain correspondence, reports, surveys, social programs &amp; services provided to citizens, procedures &amp; complaints.</p>	<p>For all items on this page, see page 1, retention rule for item 1., A. - D.</p>